Healthy Start

User's Guide

by Custom Data Processing, Inc.

Healthy Start User's Guide
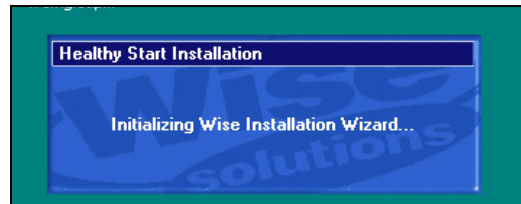
Table of Contents

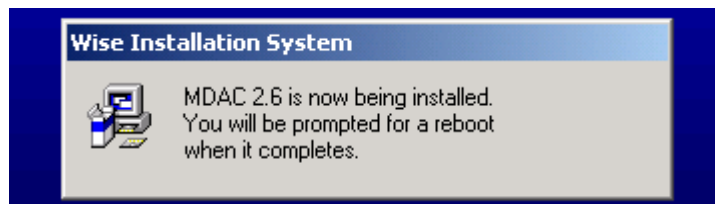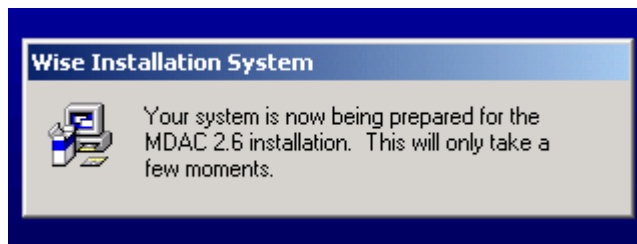## Installation

To install the Healthy Start Program on your PC:

*   Exit all currently running Windows programs.
*   Load the Healthy Start CD-ROM into the CD Drive.

The installation program may need to install some files that will necessitate "re-booting" your PC. If so, you will see the following screens appear at the beginning of the installation process. Click "OK" or "Next" when prompted. Once the PC is "re-booted" the installation process will continue.
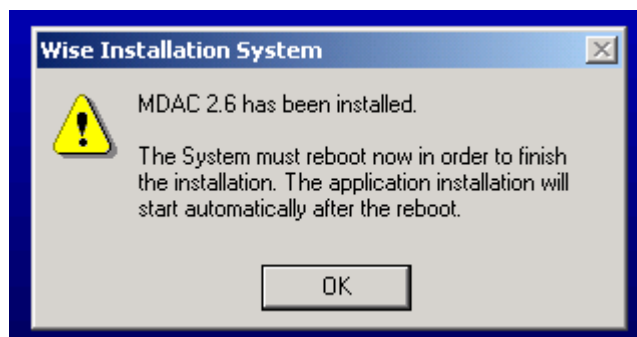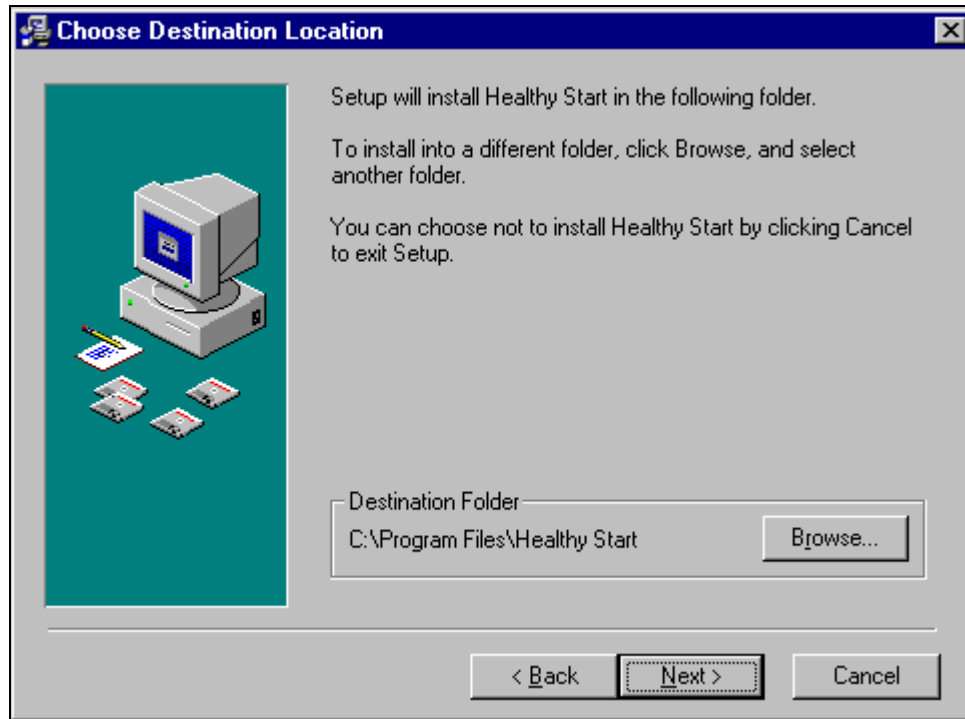
*   You should see the Installation Wizard begin and display the Welcome Screen.
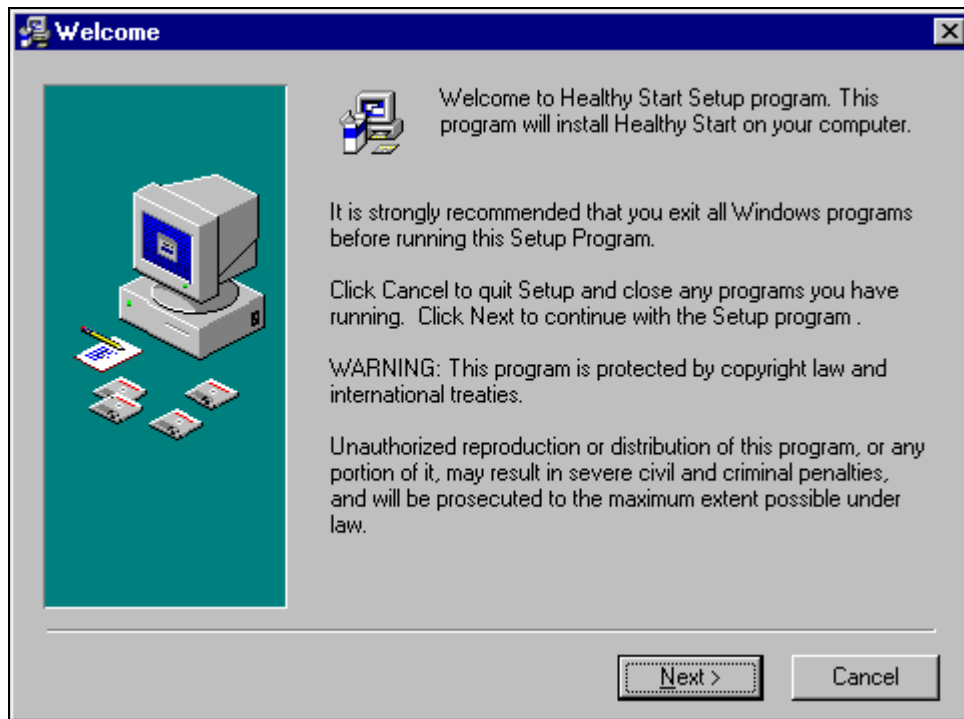
*   To continue – Click "next."

*   The "Choose Destination" screen will show you the default directory where the Healthy
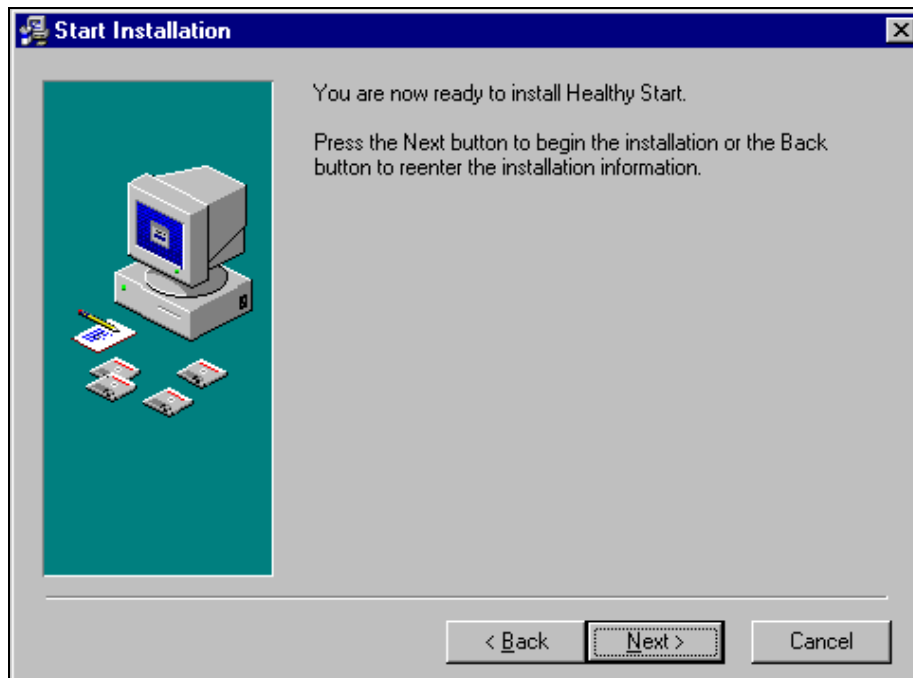   Start Program and files will be installed.

*   To install using the default directory settings – Click "Next."

The "Program Manager Group" window will display. The selection should default to "HealthyStart." Click "Next."
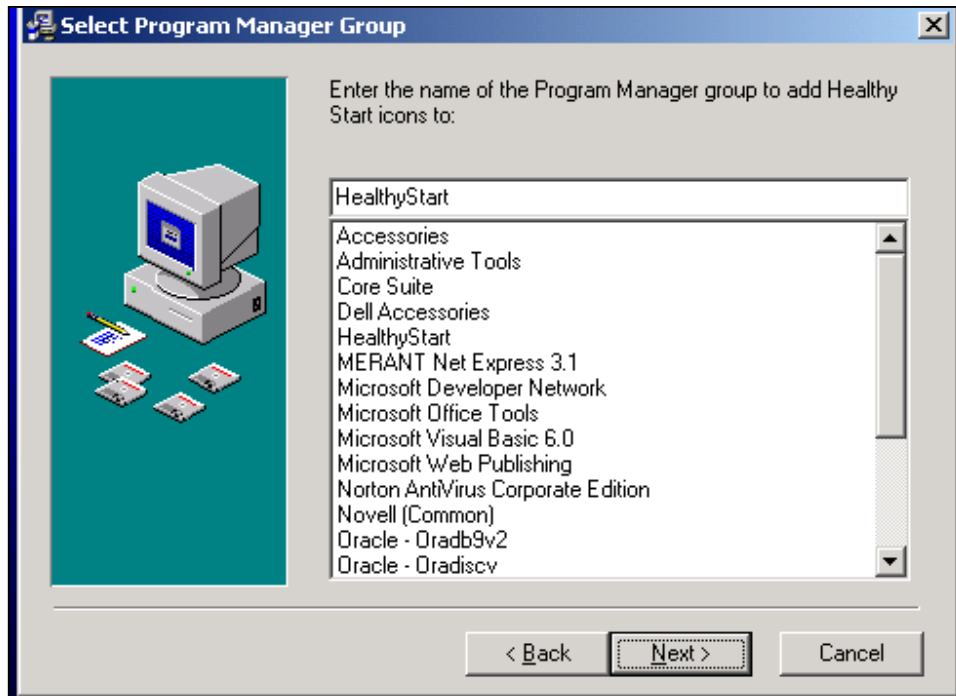
* You are now ready to start the installation process.
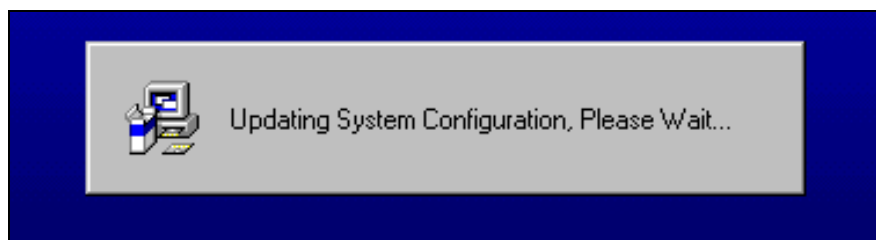

* To continue – click "Next."

*   The installation program will display a status screen showing the progress of the installation.

Installing

Current File

Copying file:
C:\WINDOWS\SYSTEM\MSComCt2.ocx

All Files

Time Remaining 0 minutes 1 second

< Back   Next >   Cancel
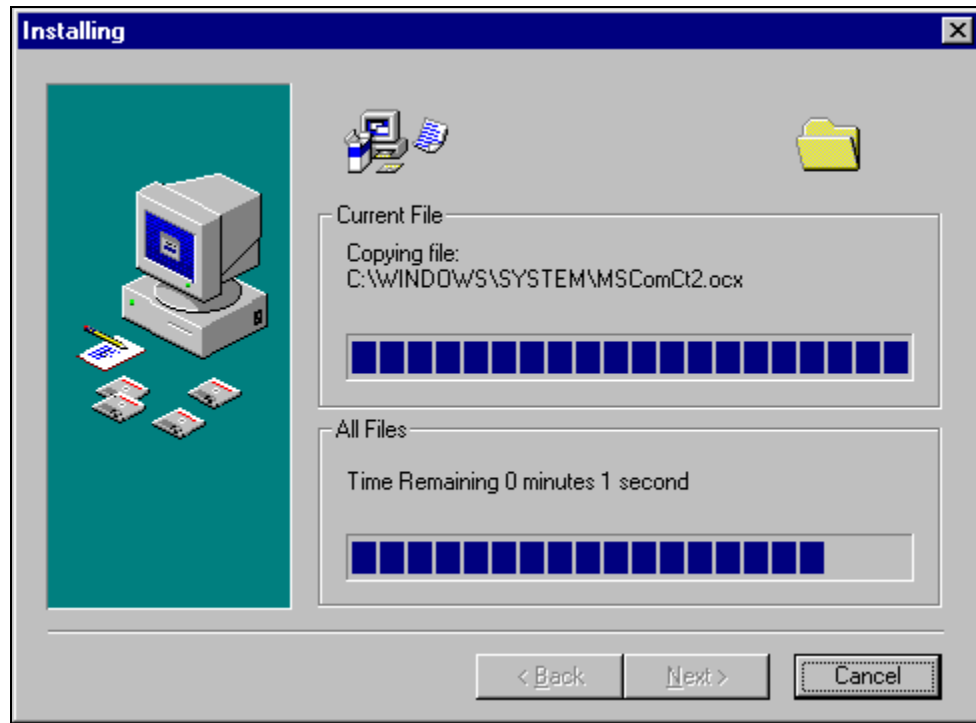
*   And will update your system configuration.

Updating System Configuration, Please Wait...

*   The Installation Complete screen will display upon successful installation.
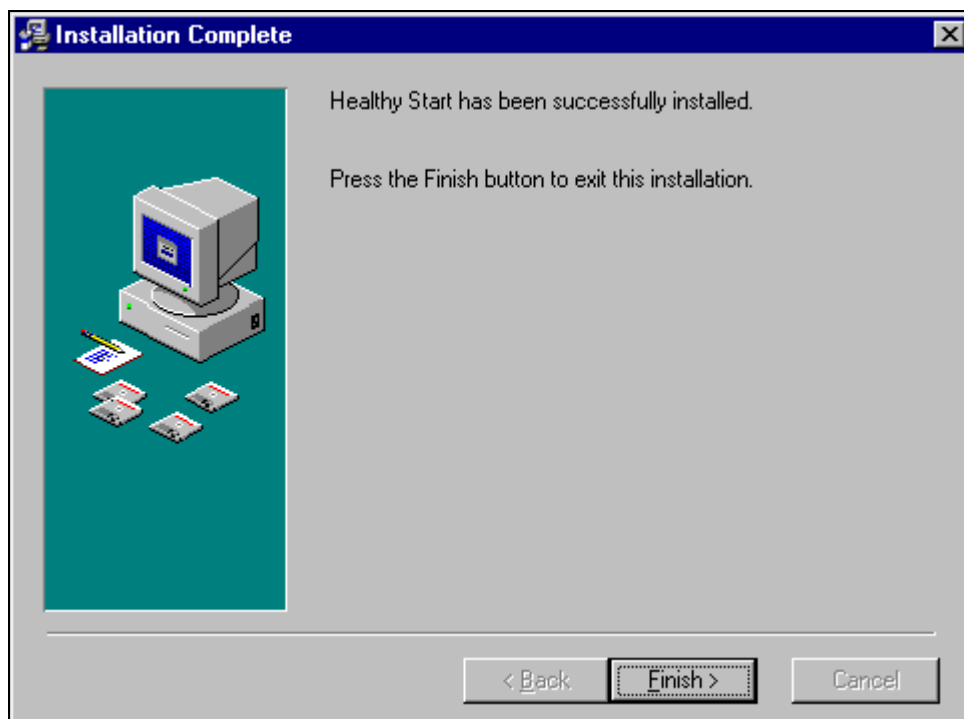
*   At this point, you will be asked to re-boot your PC so that the system changes are recognized.

        Note: You do not have to re-boot at this time but you cannot use the Healthy Start Program until your system has been re-booted.
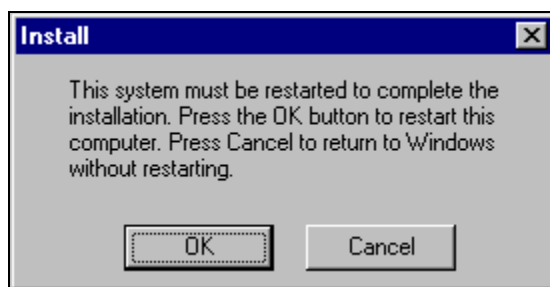
Starting the Application

To start the Healthy Start Application:

*   Click on the "Start" button.
*   Click on "Programs."
*   Click on "Healthy Start."
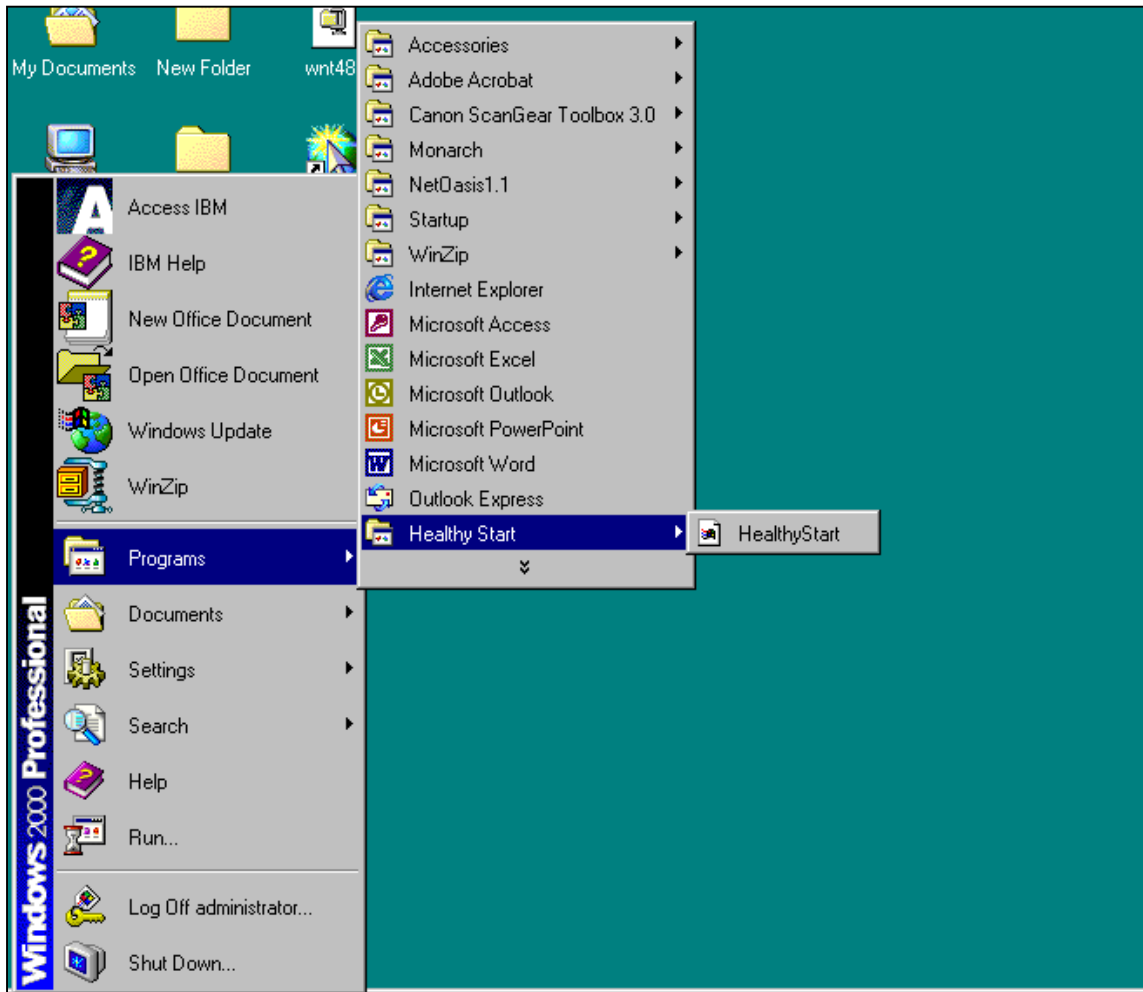
Client Setup

The Client Table resides in a database on your local PC. This table contains parameters needed by the "Bridge" product as well as "default" client, HID#, County# and Provider# settings used by the Healthy Start entry screens.

The "Station Selection" and "Client Setup" screens will appear automatically the first time the Healthy Start application is started.

Initial Client Setup:
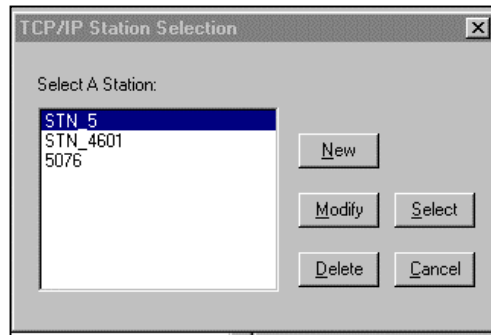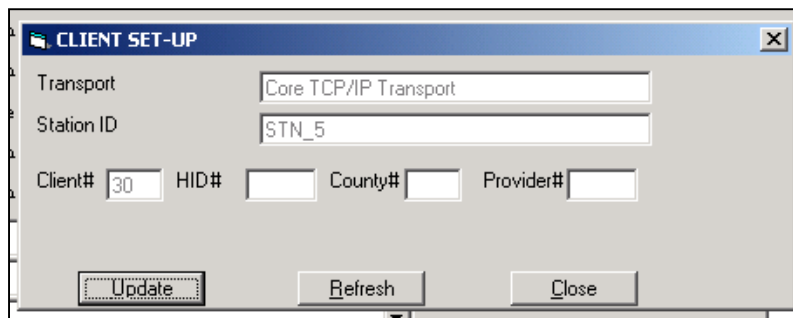
A pop-up window will appear prompting you to select the appropriate Bridge Station.

TCP/IP Station Selection

Select A Station:

STN_5
STN_4601
5076

[New]
[Modify] [Select]
[Delete] [Cancel]

Note: Be sure to select a terminal station and not a printer station. If you are not sure about which available station to select, please contact the CDP Help Desk for assistance.

* Highlight the appropriate station.
* Then click "Select."

The "Client Set-Up" will appear to allow the entry of the HID#, County# and Provider#. The HID#, County# and Provider# entered will be used by the Healthy Start Application as the default HID#, County# and Provider #.

CLIENT SET-UP

Transport   Core TCP/IP Transport
Station ID   STN_5

Client# 30   HID#   County#   Provider#

[Update]   [Refresh]   [Close]

* Enter the HID#   (Example: 001 or 037 or 303, etc.)
* Enter the County #   (Example: 001 or 037 or 303, etc.)
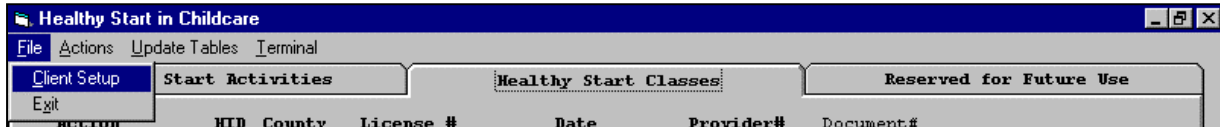* Enter the Provider #   (Example: C2001)

Note: Only use the "default field feature" if you always enter the same HID, County or Provider #.
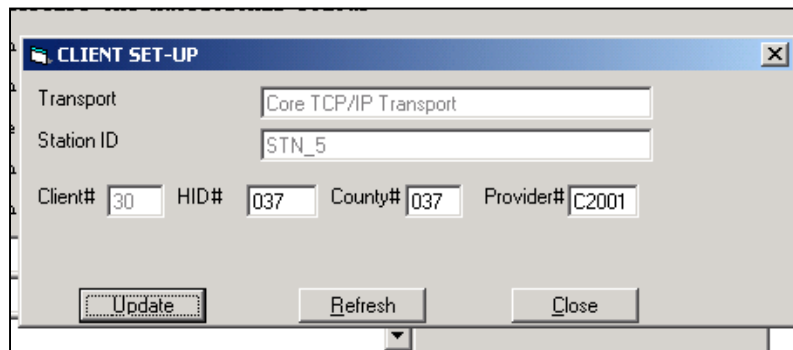
* Then press update.

Modifying Client Setup:

If for any reason there is a need to modify the HID#, County# or Provider# field:

*   Click on "File" on the Menu Bar.
*   Then select "Client Setup."

The "Client Setup" pop-up window will appear.

*   To modify the HID#:   Tab to HID# field, space out or enter new HID#.
*   To modify the County#:   Tab to the County# field, space out or enter new County# .
*   To modify the Provider#. Tab to the Provider# field, space out or enter new Provider#.
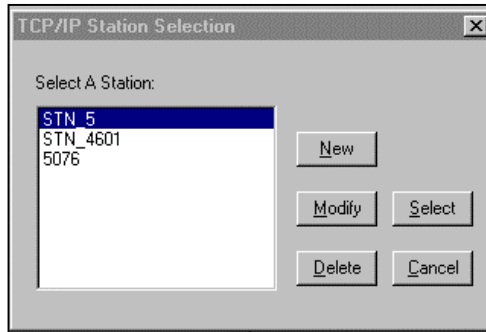*   Then click the "update" button.

The pop-up screen will disappear.
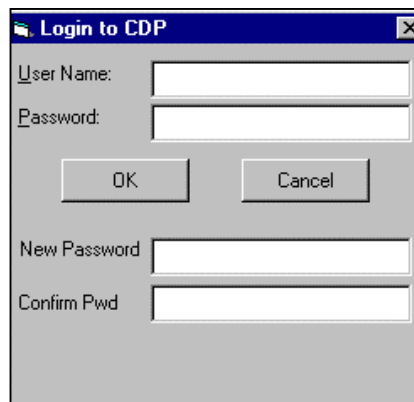
Exit and re-start the Healthy Start application.

Note: See "Initial Client Setup" section.

Sign-On

If you have not selected and stored your Bridge Station Number in the Client Setup Screen, you will need to select a Bridge Station Number.

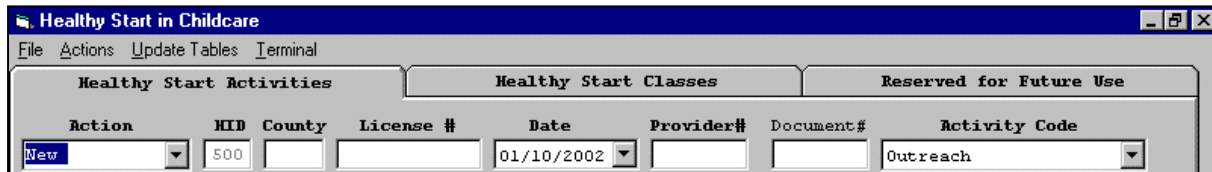*   After starting the application you will receive a "CDP Log In" Screen.

*   Enter your Username (KY Number).

*   Enter your Password.

*   Click "OK."

Activity Entry

To Enter a "New Document":
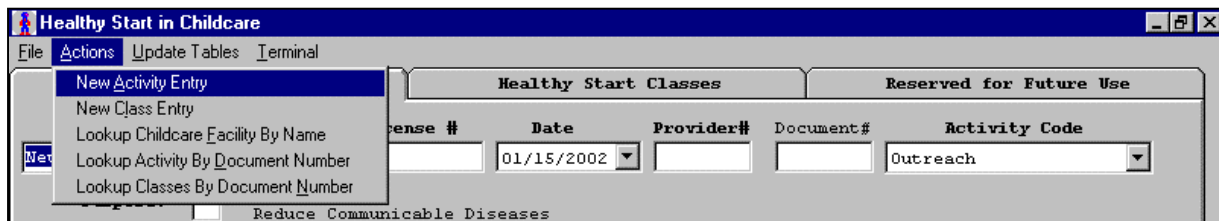
*   Click on the Healthy Start Activities Tab.

OR

*   Click on "Actions" on the Menu Bar.
          Then click on "New Activity Entry."

*   This will return the Healthy Start Activity Entry Screen.

File   Actions   Update Tables   Terminal   About

| Healthy Start Activities | Healthy Start Classes |

Action   **HID** **County**   **License #**   **Date**   **Provider#**   **Document#**   **Activity Code**
New ▼   [ ]   [   ]   [   ]   9 /26/2002 ▼   [   ]   [   ]   Outreach ▼

Purpose: [ ]   Reduce Communicable Diseases

[ ]   Reduce playground safety hazards

[ ]   Increase up-to-date immunizations

[ ]   Increase the nutritional status

[ ]   Increase physical activity level

[ ]   Increase childcare providers ability to recognize/manage social/emotional health issues

[ ]   Decrease emotional/behavioral problems in children

[ ]   Increase coordinated training sessions

[ ]   Increase referrals to HSCC

Recommended to: [▼]   **# of referrals made:**   [   ]

[▼]   [   ]

[▼]   [   ]

[▼]   [   ]

[Submit]   [Add Entry]   [Add Class]   [Clear Form]   Setup Date [   ]

Last Updt [   ]

*   Enter information on the Activity Entry Screen. (See Activity Entry Section of User Guide).

To Edit (Change, Delete, Re-Activate) An Existing Document:

*   Click on the Healthy Start Activities Tab.

*   Click on "Actions" on the Menu Bar.
             Then click on "Lookup Activity By Document Number."

*   A pop-up window will be displayed asking for the Document #.

           Enter HID#.
           Enter the Document #.
           Click "OK" or press Enter.

*   The requested document will be displayed on the screen and is available for editing.

Entering Activity Information:

Action: Required.
Must be selected from the list. No other entries are allowed.
New   - Will create a new document.
Change   - Will allow modifications to an existing document.
Delete   - Will flag a document for deletion.
Reactivate - Will reactivate a document previously flagged for deletion.

1.   Tab to the Action Code Field. Make sure the Action Code Field is highlighted.
2.   Use the "down arrow" key to scroll thru the selections. Once you find the desired selection, exit the field using the tab key.

Or:

Click on the "down arrow" button on the right side of the field. Then, double-click on the desired selection.

HID: Required.
Must be numeric.
Note: If a HID# is stored in the Client Setup File then the HID# will already be filled-in.

County: Required.
Must be numeric.
Note: If a County# is stored in the Client Setup File then the County# will already be filled-in.

License#:   Required.
Must be numeric.
If action is "New," a pop-up window will be displayed asking for the Facility Name. Enter any part of the Facility Name and press "Enter" or click "OK."

Note: For "other than day care facilities" enter the letter "**O**" -- - then select "other than day care facilities" from the list.
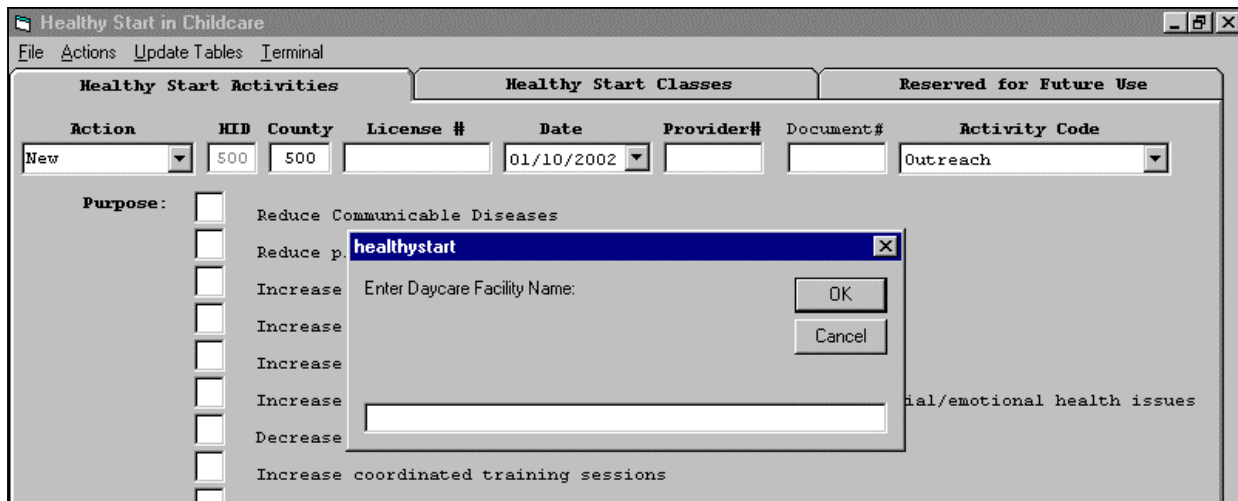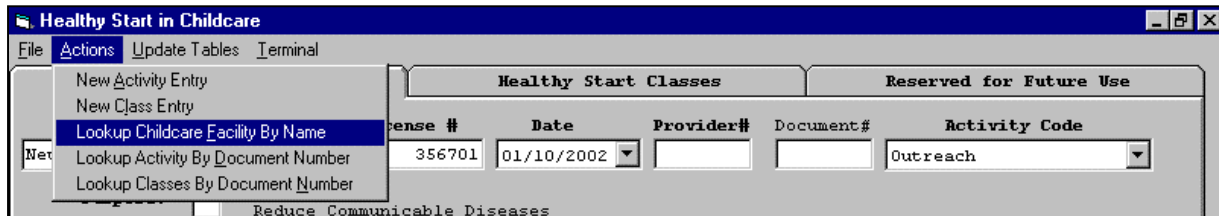
An additional pop-up window will be displayed allowing the selection of a Facility Name. If the Facility Name is not listed in the window you may scroll forward by clicking the "Next" button or you may scroll backward by selecting the "Previous" button.

To select a Facility, highlight the Facility Name, then press F12 or double-click the Facility Name. The Facility License # will be placed in the License # Field.

To Change the License # of an Existing Document:

*   Click on "Actions" on the Menu Bar.
*   Select "Lookup Childcare Facility by Name."

An additional pop-up window will be displayed allowing the selection of a Facility Name. If the Facility Name is not listed in the window you may scroll forward by clicking the "Next" button or you may scroll backward by selecting the "Previous" button.

To select a Facility, highlight the Facility Name, then press F12 or double-click the Facility Name. The Facility License # will be placed in the License # Field.

Date: Required.
                  Must be a valid date. Valid format is MM/DD/CCYY.
                  If the action is "New" the system will default to today's date.
                  Note: There are several ways to modify the date:

        1.   If you click the down arrow on Date field a pop-up calendar will appear. If the desired date is in the month and year displayed simply click on the date. The calendar will disappear and the Date field will show the selected date. The calendar will allow you to view and select a date from previous months and years.

Or

2.   When you tab to the Date Field, the month portion of the date will be highlighted. You can add or subtract months by using the "+" or "-" keys. Use the "left or right" arrow key ("←" "→") to move to the day portion of the date. You can add or subtract days by using the "+" or "-" keys on the numeric keypad. Once again, you can move to the year portion of the date by using the "→" key and add or subtract years by using the "+" or "-" keys on the numeric keypad.

Note: Using the "tab" key while inside the Date Field will cause the program to exit the Date Field and enter the Provider# Field.
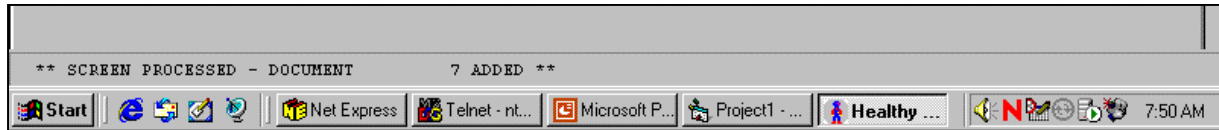
Provider#:   Required.
Provider# must exist on the CDP System.
Note: If a Provider# is stored in the Client Setup File then the Provider# will already be filled-in.

Document#:   Required.
This is the unique number the system will use to identify this entry. **It is assigned by the system and cannot be changed**. If the action is "New" the Document# will be blank. Once the entry has passed all edits it is assigned a Document#. This number will appear on the status line of the screen.

```
** SCREEN PROCESSED - DOCUMENT        7 ADDED **
```

If the action is "Change" the Document# Field will be filled in but cannot be changed.

Activity Codes:

Required.

Must be selected from the list. No other entries are allowed. If the action is "New" the Activity Code defaults to "Outreach." To see all available Activity Codes:

1. Tab to the Activity Code Field. Make sure the Activity Code Field is highlighted.
2. Use the "down arrow" key to scroll thru the selections. Once you find the desired selection, exit the field using the tab key.

    Or:

    Click on the "down arrow" button on the right side of the field. Then, double-click on the desired selection.

Purpose: Required.
At least one (1) purpose must be selected per entry.
To select a Purpose, place an "X" in the box to the left of the Purpose Description.

```
Purpose:  [ ]  Reduce Communicable Diseases
          [ ]  Reduce playground safety hazards
          [ ]  Increase up-to-date immunizations
          [ ]  Increase the nutritional status
          [ ]  Increase physical activity level
          [ ]  Increase childcare providers ability to recognize/manage social/emotional health issues
          [ ]  Decrease emotional/behavioral problems in children
          [ ]  Increase coordinated training sessions
          [ ]  Increase referrals to HSCC
```

Placing an "X" in the Purpose Box will cause a pop-up window to appear. This pop-up window will contain indicators, which will need to be answered with a "Y" or "N." Depending on the answer to the indicator - additional required actions may appear. These will also need to be answered with a "Y" or "N." Once the indicators and required actions have been correctly answered, click "OK" and the pop-up windows will close.

Note: No pop-up windows showing indicators will be displayed for Activity Codes of "Outreach" or "Information Provided."

Activity Code "DECA" will only allow the selection of purposes 6 and 7.

To view the Indicators and Required Actions for a selected purpose, tab to the Purpose and right-click. A pop-up window will appear displaying the Indicators and Required Actions along with their associated answers.

Note: Spacing out the "X" in the Purpose Field will remove all answers previously entered for that purpose.

Note: All "Purpose" selections function in the same way except for Purpose #7, which will return additional actions when indicators are answered "yes."

* An example of how to select Purpose 1 (Reduce Communicable Diseases).

To select this Purpose, place an "X" in the box to the left of the "Reduce Communicable Disease" Purpose Description.

Placing an "X" in the Purpose Box will cause a pop-up window to appear.

This pop-up window will contain indicators, which will need to be answered with a "Y" or "N" or a space. If the answer to the indicator is "N," additional required actions will appear.

Note: Indicators for Purpose: Decrease/Emotional/Behavioral Problem in Children will pop-up actions if the indicator is answered with a "Y."

Purpose:

Reduce Communicable Illness

N Adherance to diapering protocol as required for certification/licensure

| Education given on improving diapering changing areas and procedures

N Adherance to hand washing protocol as required for certification/licensure

   Education given on improving hand washing facilities and procedures

onal health issues

Recommended to:

OK   Cancel

These additional actions need to be answered with a "space," "Y" or "N." Once the indicators and required actions have been correctly answered, click "OK" and the pop-up windows will close.

Note: Clicking the "cancel" button will reset the answers to their previous values.

Recommended to:

> Optional.
> Must be selected from the provided list.
> Can have up to four (4) referrals per screen.
> Cannot select the same referral twice.

1. Tab to the "Recommended to" field. Make sure the "Recommended to" field is highlighted.
2. Use the "down arrow" key to scroll thru the selections. Once you find the desired selection, exit the field using the tab key.

> Or:

Click on the "down arrow" button on the right side of the field. Then, double-click on the desired selection.

Referrals Made:

> Optional.
> Must be numeric. Valid entries are 1 – 999.
> Cannot be entered unless a corresponding "recommended to" has been selected.
> Will be reset to zero if corresponding "recommended to" is cleared.

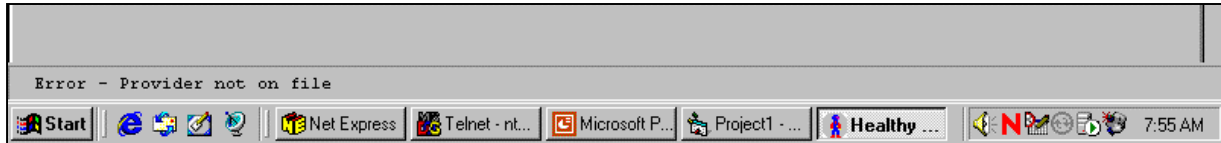**Setup Date:** The date when the entry was setup on the system.
This field is "display only." The date cannot be changed.

Last Updt: The date the entry was last changed (updated).
This field is "display only." The date cannot be changed.

Submit: This button will transmit the entry (equivalent to an F12 on Bridge).

If the action is "New"

*   The entry will be checked for errors and if errors are found, they will be displayed on the status line. Correct errors and press "Submit" again.

```
Error - Provider not on file
Start    Net Express   Telnet - nt...   Microsoft P...   Project1 - ...   Healthy ...        7:55 AM
```

*   If no errors are found, a Document# will be assigned and displayed in the status line.

```
** SCREEN PROCESSED - DOCUMENT       7 ADDED **
Start    Net Express   Telnet - nt...   Microsoft P...   Project1 - ...   Healthy ...        7:50 AM
```

The action will be changed to "Change" and the document is available for editing.

If the action is "Change"

*   The entry will be checked for errors and if errors are found, they will be displayed on the status line. Correct errors and press "Submit" again.
*   If no errors are found, a status line message will be displayed stating the changes were accepted.

If the action is "Delete"

*   The document # will be verified.
*   A status line message will be displayed stating the document has been "flagged for deletion."

If the action is "Re-activated"

*   The document # will be verified.
*   A status line messaged will be displayed stating the document has been "re-activated."

Add Entry: This button will 1) store the previously entered HID, County, License#, Date and provider#; 2) Initialize the Activity Entry Screen; and 3) Automatically fill in the previously stored information (HID, County, License#, Date and Provider#).

Add Class: This button will 1) store the previously entered HID, County, License#, Date and Provider#; 2) Initialize the Class Entry Screen; and 3) Automatically fill in the previously stored information (HID, County, License#, Date and Provider#).

Clear Form: This button will clear the existing entry and initialize all fields.

Class Entry

To Enter a "New" Document:

*	Click on the Healthy Start Classes Tab.

OR

*	Click on "Actions" on the Menu Bar.
	Then click on "New Class Entry."

*	Enter information on the Class Entry Screen. (See Class Entry Section of User Guide).

To Edit (Change, Delete, Reactivate) an Existing Document:

*   Click on the Healthy Start Classes Tab.
*   Click on "Actions" on the Menu Bar.
         Then click on "Lookup Classes by Document Number."

*   A pop-up window will be displayed asking for the Document#.
         Enter the Document#.
         Click "OK" or press "Enter."

*   The requested document will be displayed on the screen and is available for editing.

File Actions Update Tables Terminal

Healthy Start Activities	Healthy Start Classes	Reserved for Future Use

Action **HID** **County** **License #** **Date** **Provider#** **Document#**

[▼] [ ] [ ] [ ] [11/30/2001 ▼] [ ] [ ]

Classes: ☐ Preventive Health

☐ Communicable Disease

☐ Oral Health

☐ Nutrition

☐ Injury Prevention

☐ Social/Emotional

☐ Child Abuse

☐ Other

Attendees: # of childcare providers [ ]

# of children [ ]

# of parents [ ]

[Submit]   [Clear Form]

Setup Date [ ]
Last Updt [ ]

Entering Class Information:

Action: Required.
Must be selected from the list. No other entries are allowed.
New   - Will create a new document.
Change   - Will allow modifications to an existing document.
Delete   - Will flag a document for deletion.
Reactivate - Will reactivate a previously deleted document.

1.   Tab to the Action Code Field. Make sure the Action Code Field is highlighted.
2.   Use the "down arrow" key to scroll thru the selections. Once you find the desired selection, exit the field using the tab key.

Or:

Click on the "down arrow" button on the right side of the field. Then, double-click on the desired selection.

HID: Required.
Must be numeric.
Note: If a HID# is stored in the Client Setup File then the HID# will already be filled-in.

County: Required.
Must be numeric.
Note: If a County# is stored in the Client Setup File then the County# will already be filled-in.

License#:   Required.
Must be numeric.
If action is "New," a pop-up window will be displayed asking for the Facility Name. Enter any part of the Facility Name and press "Enter" or click "OK."

Note: For "other than day care facilities" enter the letter "**O**" -- - then select "other than day care facilities" from the list.

An additional pop-up window will be displayed allowing the selection of a Facility Name. If the Facility Name is not listed in the window you may scroll forward by clicking the "Next" button or you may scroll backward by selecting the "Previous" button.

To select a Facility, press F12 or double-click the Facility Name. The Facility License# will be placed in the License Number Field.

To Change the License # of an Existing Document:

*   Click on "Actions" on the Menu Bar.
*   Select "Lookup Childcare Facility by Name."

An additional pop-up window will be displayed allowing the selection of a Facility Name. If the Facility Name is not listed in the window you may scroll forward by clicking the "Next" button or you may scroll backward by selecting the "Previous" button.

To select a Facility, highlight the Facility Name, then press F12 or double-click the Facility Name. The Facility License# will be placed in the License # field.

Date: Required.
Must be a valid date. Valid format is MM/DD/CCYY.
If the action is "New" the system will default to today's date.
Note: There are several ways to modify the date:

1. If you click the down arrow on Date Field a pop-up calendar will appear. If the desired date is in the month and year displayed simply click on the date. The calendar will disappear and the Date Field will show the selected date. The calendar will allow you to view and select a date from previous months and years.

Or

2.   When you tab to the Date Field, the month portion of the date will be highlighted. You can add or subtract months by using the "+" or "-" keys. Use the "left" or "right" arrow keys ("←" "→") keys to move to the day portion of the date. You can add or subtract days by using the "+" or "-" keys on the numeric keypad. Once again, you can move to the year portion of the date by using the "→" key and add or subtract years by using the "+" or "-" keys on the numeric keypad.

Note: Using the "tab" key while inside the Date Field will cause the program to exit the Date Field and enter the Provider# Field.

Provider#:   Required.
Provider# must exist on the CDP System.
Note: If a Provider# is stored in the Client Setup File then the Provider# will already be filled-in.

Document#:   Required.
This is the unique number the system will use to identify this entry. It is assigned by the system and cannot be changed. If the action is "New" the Document# will be blank. Once the entry has passed all edits it is assigned a Document#. This number will appear on the status line of the screen.

If the action is "Change" the Document# Field will be filled in but cannot be changed.

Classes: Optional, but at least one (1) Class Box must be checked.
1.   Click the box to check or uncheck the box

```
Classes:    ☐ Preventive Health
            ☐ Communicable Disease
            ☐ Oral Health
            ☐ Nutrition
            ☐ Injury Prevention
            ☐ Social/Emotional
            ☐ Child Abuse
            ☐ Other
```

Or

2.   Tab to the box and press the space bar to check or uncheck the box.

# of Childcare Providers:
Required.
Must be numeric. Valid entries are 1 – 9999.

# of Children: Required.
Must be numeric. Valid entries are 1 – 9999.

# of Parents: Required.
Must be numeric. Valid entries are 1 – 9999.

Setup Date: The date when the entry was setup on the system.
This field is "display only." The date cannot be changed.

Last Updt: The date the entry was last changed (updated).
This field is "display only." The date cannot be changed.

Submit: This button will transmit the entry (equivalent to an F12 on Bridge).

If the action is "New" -

*   The entry will be checked for errors and if errors are found, they will be displayed on the status line. Correct errors and press "Submit" again.

```
Error - Provider not on file
```


*   If no errors are found, a Document# will be assigned and displayed in the status line.

```
** SCREEN PROCESSED - DOCUMENT      7 ADDED **
```


The action will be changed to "Change" and the document is available for editing.

If the action is "Change" -

*   The entry will be checked for errors and if errors are found, they will be displayed on the status line. Correct errors and press "Submit" again.
*   If no errors are found, a status line message will be displayed stating the changes were accepted.

If the action is "Delete" -

*   The document # will be verified.
*   A status line message will be displayed stating the document has been "flagged for deletion."

If the action is "Re-activated" –

*   The document # will be verified.
*   A status line messaged will be displayed stating the document has been "re-activated."

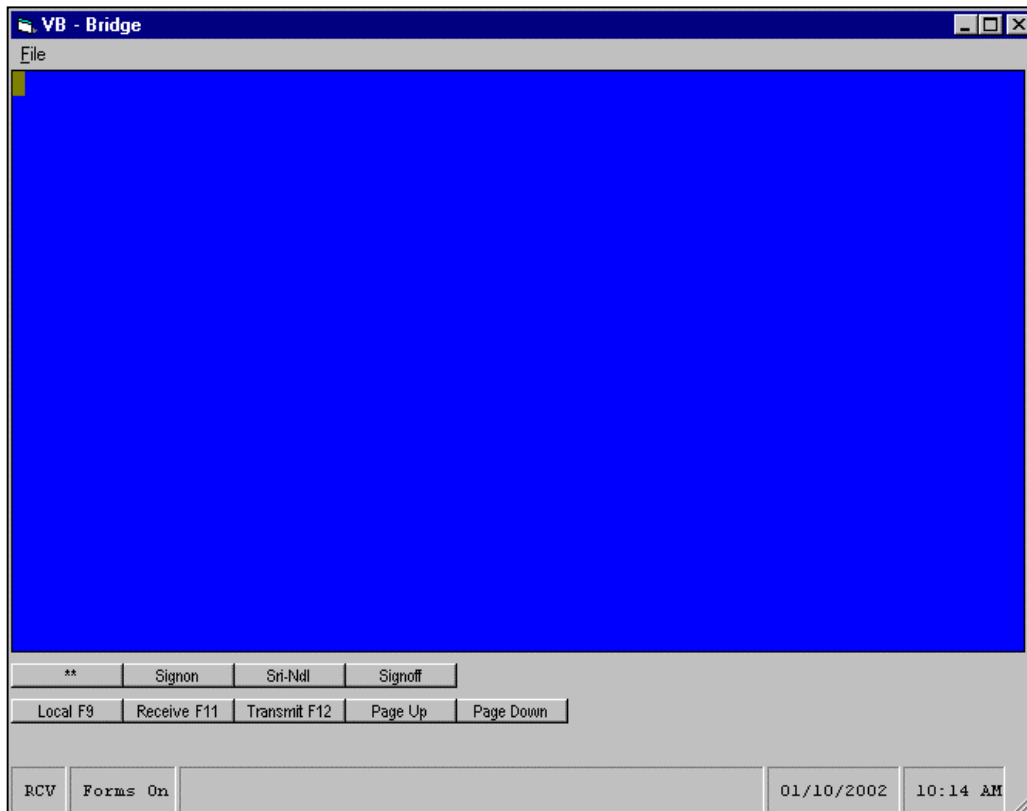**Clear Form:** This button will clear the existing entry and initialize all fields.

Terminal Mode

Other "Bridge" applications can be accessed by using the Terminal Mode. To access the "Terminal Module"

*   Click on the "Terminal" selection on the menu bar.
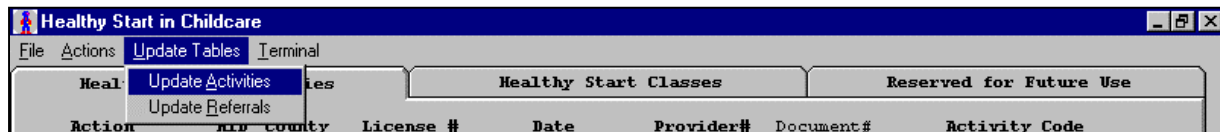
A Bridge Terminal Screen will be displayed.

Update Tables

The "Activity Codes" and "Recommended To" referral selections are stored in a database table on your PC. These tables may need to be updated periodically.
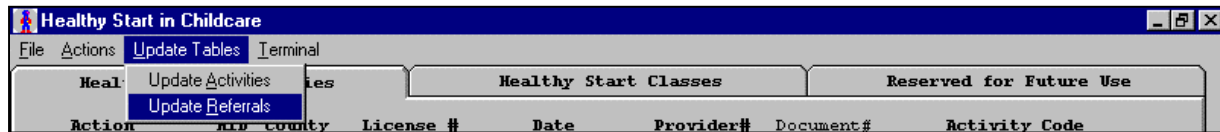
To update the "Activity Code" Table:

*   Click on the "Update Tables" selection on the Menu bar.
*   Click on "Update Activities"

To update the "Recommended To" Table:

 *   Click on "Update Referrals"

Note: The application will have to be re-started in order for the updates to be in effect.
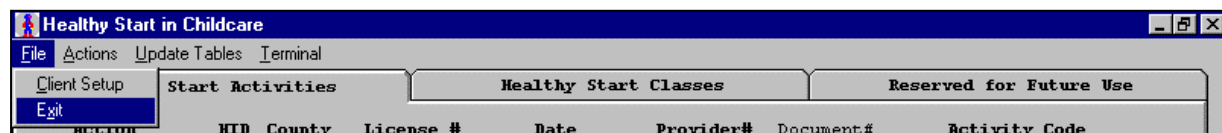
Exiting the Application

You can exit the application in two ways:

1.   Click on the "X" in the top right-hand corner of the screen.

        Or

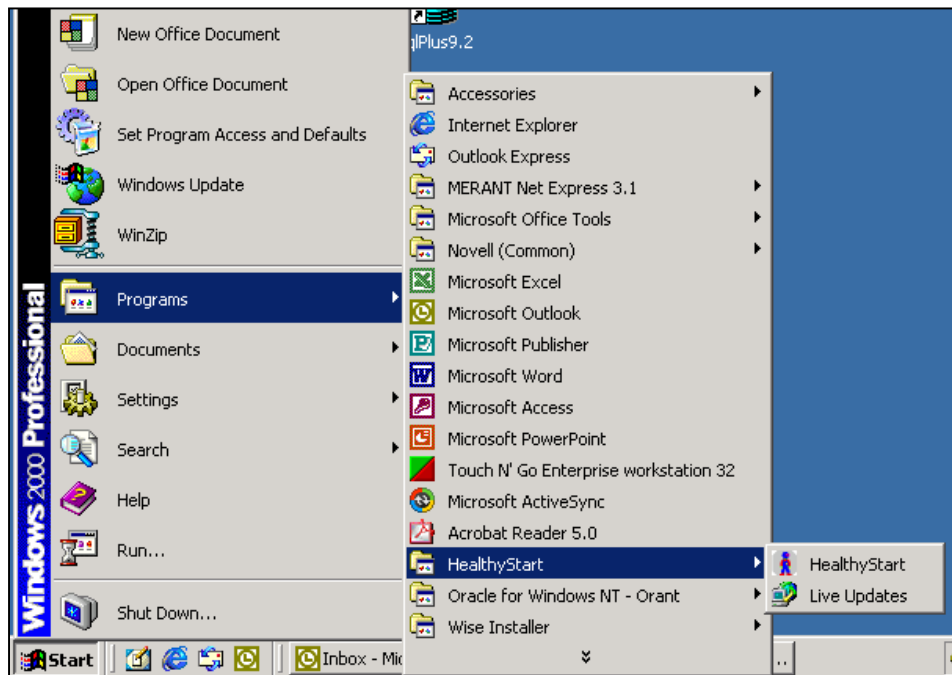2.   Click on "File" in the Menu Bar. Then click on "Exit."

Application Updates

Updates to the Healthy Start Application Program, associated files and documentation will be available through the Internet.
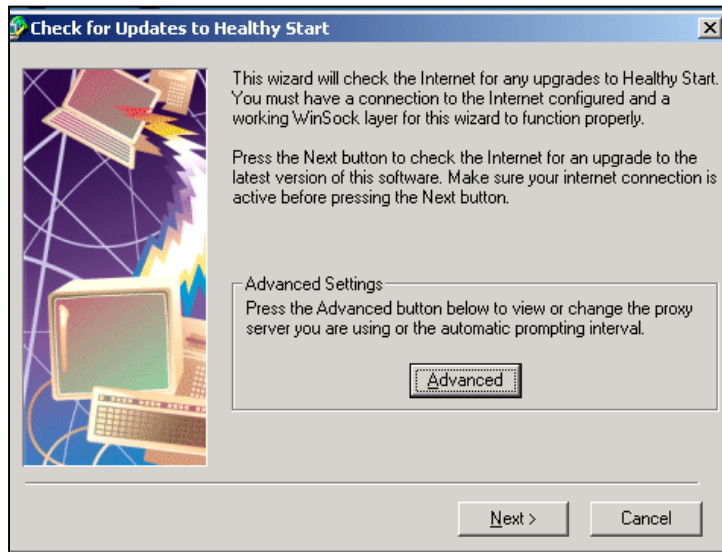
To check if an updated version is available:

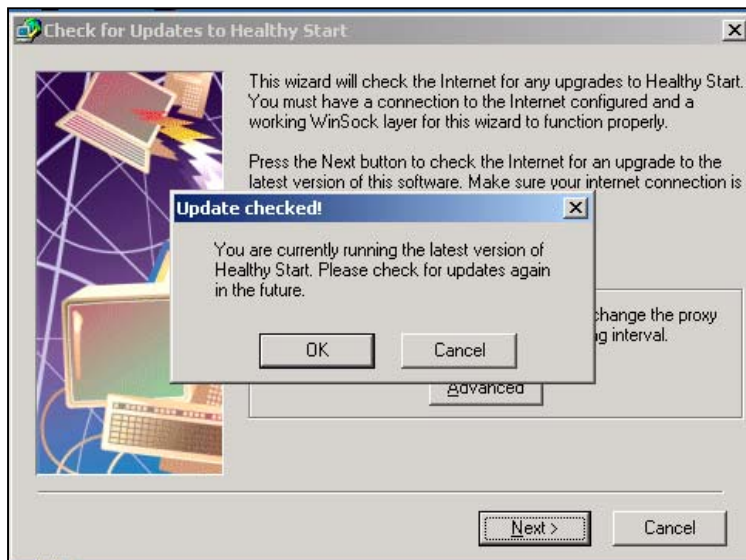Click on: Start; Programs, Healthy Start; Live Updates

Note: Every time the PC is "re-booted," the Update Wizard will check if a new version is available. If you do not wish to install the new version at this time, click "cancel."

The "Check For Update" Wizard Screen will appear.
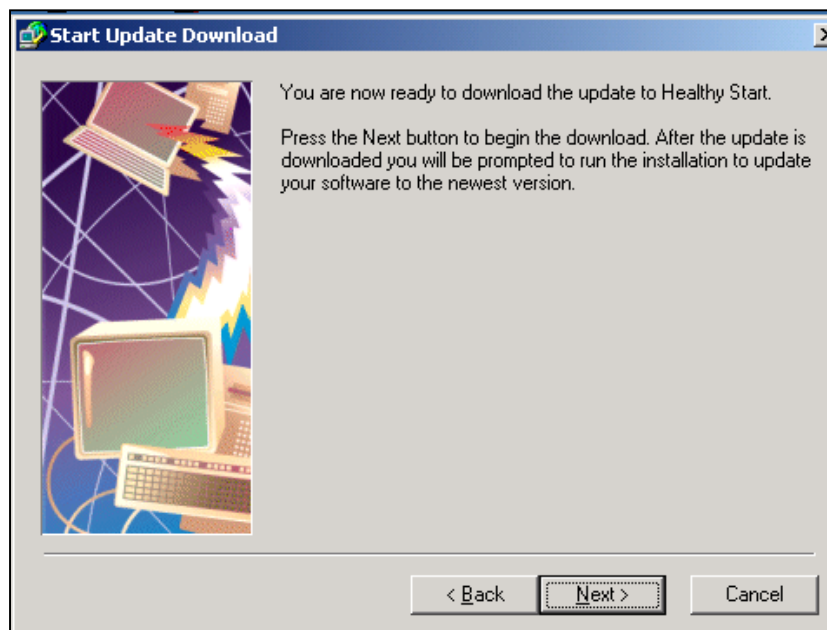

Click "Next"

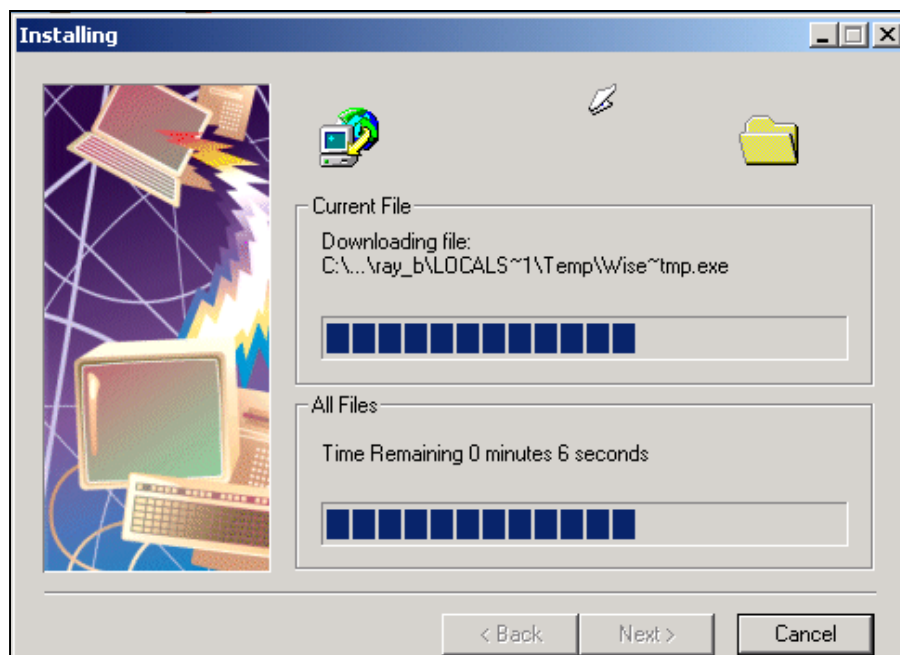If no update is available you will see the following screen and no other action is necessary.

Click "OK."

If an updated version is available, the "Download Update" Screen will appear.
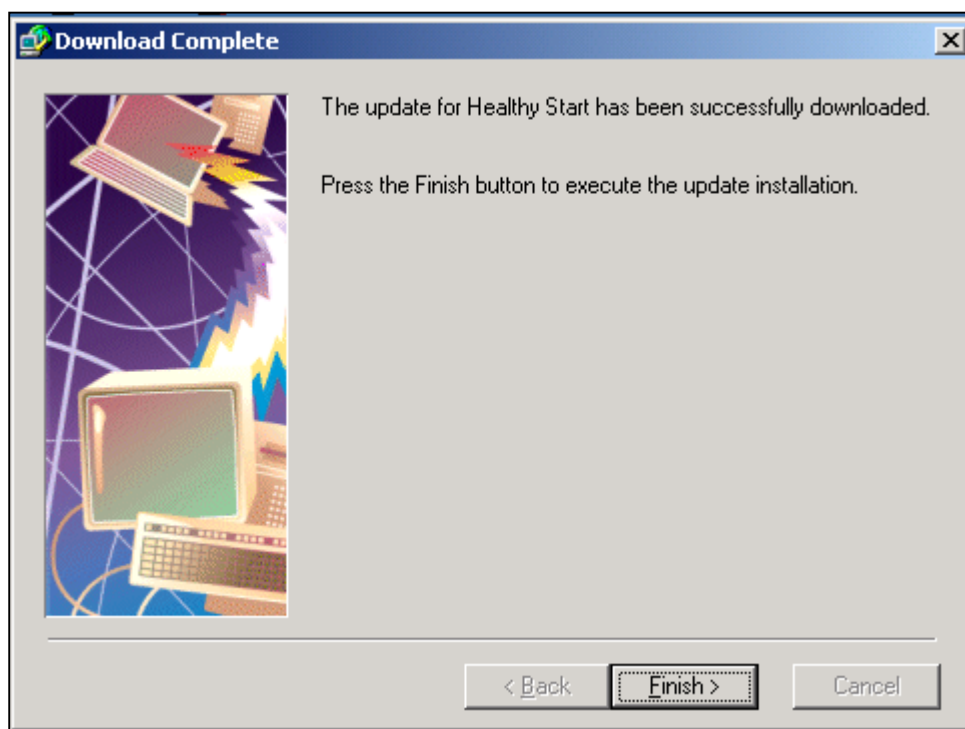

Click "Next"

The updated version of Healthy Start Software will be downloaded to your PC.

When the updated files have been downloaded, the "Download Completed" Screen will appear.

Click "Finish."

Once the installation process has completed, you may begin to use the Healthy Start Program.